

SUBJECT: Ensuring Preliminary Fixed Assets are Created Properly

This communication is to re-emphasize what needs to be done to ensure that preliminary fixed assets are being created properly and that the AgriLife Property & Fleet Management Office is getting the necessary information it needs.

*When using a **Procard** to purchase an item that is to be coded as an asset, please complete the following items:

- Create an XA Document in Canopy or in FAMIS by going to FRS Screen 360 and selecting Option #4 Create Non-Purchasing Preliminary Asset
- In the Voucher/Ref field, please enter **PROCARD**
- Complete ALL asset information in Canopy or on FAMIS FRS screen 362
- On the 2nd Description line, please enter the **Account Number** being used for the purchase
- Email a copy of the receipt for the asset to Sharon Gillespie or Jared Kotch; please write the account number on the receipt

*When creating a **NON-PO Based Invoice** in AggieBuy for an item that needs to be coded as an asset, please follow these steps:

- Create an XA Document in Canopy or in FAMIS by going to FRS Screen 360 and selecting Option #4 Create Non-Purchasing Preliminary Asset
- In the Voucher/Ref field, please enter the **NON-PO Based Invoice Number**
- Complete ALL asset information in Canopy or on FAMIS FRS screen 362
- On the 2nd Description line, please enter **AGGIEBUY**
- Once all of the asset information has been filled out, please enter a Comment in AggieBuy on the Non-PO Based Invoice like the following example:

Doc #XA00589, Asset #1900005177 has been created for this item

Should you have any questions, please contact Jared Kotch (jared.kotch@ag.tamu.edu) or Sharon Gillespie (skgillespie@ag.tamu.edu) .

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